

RSU #63

- a. NEPN/NSBA Code:** EEAEC
- b. Title:** Student and Rider Conduct on School Vehicles
- c. Author:** Transportation & Facilities Committee
- d. Replaces Policy:**
- e. Date Approved:** 09/23/2024 RSU #63
- f. Previously Approved:** 01/22/2018
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent/Policy Committee
- i. Date Reviewed:** 04/01/2024 Transportation Coordinator
09/18/2024 Policy Committee
- j. References:** 20A MRSA Ch. 1001, 9, 9A, 9B, 15
- Cross Reference:** JIC-Student Code of Conduct
EEAAA-School Vehicle Operating Procedures
JICK-Bullying, Cyber bullying
ADC- Tobacco Use and Possession
- k. Narrative:**

School Vehicle Rules and Discipline:

RSU #63 (the District) provides school vehicles (buses and vans) to ensure safe, prompt, and convenient transportation to students who live too far from school to walk. In order to transport the large number of students safely, it is imperative that both parent(s)/guardian(s) and students understand and comply with the proper conduct for entering, riding, and leaving the vehicle.

Parent(s)/guardian(s) and students are encouraged to discuss, understand, and cooperate with the rules of riding school vehicles. A form is attached which is to be signed and returned to the school secretary. Duplicates can be made if needed.

I. Bus Driver's Authority:

- A.** The driver is in charge of the vehicle.
- B.** On scheduled runs, the driver will not wait for students who are not at their designated pick-up location at the designated time.
- C.** The driver will indicate with a "thumbs up" when it is safe for students to cross the road for boarding and exiting students.
- D.** The driver will assign/reassign seats to maintain safety and security of all riders.
- E.** It is up to the driver to decide if students may eat in vehicles during field trips, activity runs, and late vehicle runs.
- F.** The driver will issue verbal warnings and/or discipline to students as appropriate.

- G. The driver will report the issuance of multiple verbal warnings and vehicle discipline slips to the Transportation and Facilities Director.
- H. Without permission from the Transportation and Facilities Director, the driver will not transport any student who has had his/her riding privileges suspended or who has been suspended from school.

III. Electronic Devices on School Vehicles:

- A. Electronic devices (cell phones, laptops, iPhones, etc.) can be distracting for the driver and thereby contributing factors relating to safety issues. Student use, therefore, must be limited to activities that do not generate noise (example: texting instead of talking on cell phones). If a student chooses to bring such devices on a school vehicle and uses them there, causing no distraction – directly or indirectly – to the driver, the devices must come on board and leave in the student's backpack. Neither RSU #63 nor the Transportation Department is responsible for lost or missing devices. Once at school, the student's possession/use is determined by the school's policies.
- B. Drivers will have all personal cell phones turned OFF or silenced and not in use while driving school vehicles. Drivers have communication devices with them that connect to the Bus Garage.

Parent(s)/guardian(s) who desire to communicate information to a vehicle driver (example: student will not be attending school that day, student will be picked up by parent(s)/guardian(s), etc.) should call the student's school or the Bus Garage at 561-9238 with the information, which will be communicated to the driver.

V. Disciplinary Procedures for Misconduct on Any School Vehicle Used by PK-12 Students:

Progressive disciplinary measures are used to address student violations involving school vehicle transportation. Penalties for misbehavior on school vehicles are imposed at the discretion of the Transportation and Facilities Director and the appropriate school Principal depending on the circumstances of the offense. Penalties may include removal or riding privileges from one (1) day and up to one (1) school year. Serious misbehavior on the vehicle may also be cause for punishment up to, and including, suspension or expulsion from school.

- A. A student's first offense will result in a verbal warning. If a student receives a second warning on the same vehicle ride, he/she may be sent to speak with the Principal. The driver and the Transportation and Facilities Director will attend if needed.
- B. Repeated offenses will result in a vehicle discipline slip being issued.

VI. Disciplinary Procedures for Continued Misconduct for PK-8 Students:

- A.** The Transportation and Facilities Director will bring the bus discipline slip to the appropriate Principal, who will deliver it to the student involved. The slip must be taken home by the student and signed by the parent(s)/guardian(s). The signed discipline slip should be presented to the driver before the student is allowed to board/ride the vehicle.
- B.** If a student gets a second discipline slip, the parent(s)/guardian(s) will be notified by the school Principal and the student's school vehicle privileges will be removed for up to five (5) school days.
- C.** If a student receives a third discipline slip, the parent(s)/guardian(s) will be notified by the school Principal and the student's school vehicle privileges will be removed for up to ten (10) school days. The student will also meet with the Superintendent or designee.
- D.** If a student receives a fourth discipline slip, the parent(s)/guardian(s) will be notified by the school Principal and the student's school vehicle privileges will be removed for the remainder of the year. IF the parent(s)/guardian(s), student, Principal, and Transportation and Facilities Director agree to a behavioral plan, the student may return to riding the school vehicle on a trial basis.
- E.** Specific offenses and penalties:
 - 1. Cutting seats or causing severe damage: Privileges to ride a school vehicle will be removed for a minimum of two weeks. Privileges may be suspended for the remainder of the school year depending on the amount of damage or disciplinary history of the student during the school year. Parent(s)/guardian(s) will be responsible for the cost of repairing the damage caused by their student.
 - 2. Shouting swear words or obscenities at others and/or at passing vehicles while riding a school vehicle: Privileges to ride a school vehicle will be removed for a minimum of one week. The amount of time will be determined by the Transportation and Facilities Director and Principal.
 - 3. Spitting or throwing bodily materials, harassing, bullying, or assaulting another student or the driver: The student will be removed from the school vehicle, by law enforcement personnel, if necessary. Privileges to ride a school vehicle will be removed for a minimum of two weeks. Privileges may be suspended for the remainder of the school year depending on the outcome of an investigation.

VII. Disciplinary Procedures for Continued Misbehavior on a School Vehicle for Grades 9-12:

- A.** For a first offense, the student will be given a vehicle discipline slip by the driver.

His/her riding privileges will be immediately suspended for up to ten (10) days. The discipline slip must be signed by the student's parent(s)/guardian(s) and presented to the driver before the student will be allowed to resume riding privileges. Authorities will be notified if appropriate.

- B.** If a student receives a second vehicle discipline slip, his/her riding privileges will be immediately suspended for up to one (1) month. If a student gets a second discipline slip, the parent(s)/guardian(s) will be notified by the Transportation and Facilities Director. Authorities will be notified as appropriate.
- C.** If a student receives a third vehicle discipline slip, his/her riding privileges will be immediately suspended for the remainder of the school year or up to six (6) months. Authorities will be notified as appropriate. The student's parent(s)/guardian(s) will be notified by the Transportation and Facilities Director.

VIII. Disciplinary Action for Serious Misconduct for ALL PK-12 Students: If a driver sees a weapon (object used or could be used in a manner to inflict harm), the student will be expelled from school vehicles for one (1) school year. Parent(s)/guardian(s), Superintendent, and law authorities will be notified *immediately*.

IX. PK-8 Merit Award: Students who portray good riding practices or show a noticeable Act of Kindness may receive a "Busted Slip", which the student should take to the school secretary. The student will receive special acknowledgement by the school.

SAMPLE

BUS DISCIPLINE REPORT		
BUS NO. _____	DRIVER'S NAME _____	DATE _____
STUDENT'S NAME _____		SCHOOL _____
PARENT(S)/GUARDIAN(S) _____		
SIGNATURE _____		
TRANSPORTATION DIRECTOR'S SIGNATURE _____		
ACTION TAKEN BY TRANSPORTATION DIRECTOR _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="width: 85%;"> <p>Student was out of his seat the Bus was in motion.</p> <p>Student was standing up.</p> <p>Student was using inappropriate language.</p> <p>Student was fighting/hitting/wrestling other students.</p> <p>Student was changing seats without permission.</p> <p>Destroying Bus property.</p> <p>Distracting the Driver through misbehavior/very loud.</p> <p>Throwing things in or out of the Bus.</p> <p>Not keeping the aisle clear.</p> <p>Not keeping hands or head inside the Bus.</p> <p>Not being friendly towards others.</p> <p>Student was being rude toward the Driver.</p> <p>Had to speak to Student more than once today.</p> <p>Student was eating on the Bus. (No Food, Drink, or Candy Allowed)</p> </div> </div>		
<p>*This slip must be signed and returned to the Driver before student may ride the Bus Again.</p> <p>Transportation Office: 561-9238 White Copy-Parent Yellow Copy-Office</p>		

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

Please detach and return to the school secretary.

I have read the school vehicle safety regulations and rules and have reviewed them with my student.

PARENT/GUARDIAN SIGNATURE _____

STUDENT'S NAME _____

ADDRESS _____

PHONE NUMBER(S) Home: _____ Cell: _____

If there is more than one student in the family riding a school vehicles, please provide a signed Acknowledgement Form for each student.